



Southern California Association of Governments

Human Resources

818 West 7th Street, 12th Floor, Los Angeles, California 90017 • (213) 236-1910 • www.scag.ca.gov

MANAGER OF BUDGET AND GRANTS # 290

Salary Range: \$82,743 – \$124,112 annually

Typical Hiring Range: \$82,743 - \$103,428 annually

Open Until Filled – First Review of Applications: Friday, September 1, 2006

ABOUT SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS

Forty years ago, cities and counties in the six-county Southern California region joined together to form the Southern California Association of Governments (SCAG) for the purpose of fulfilling federal intergovernmental planning mandates, including managing a “continuing, cooperation and comprehensive” regional transportation planning process. The six-county SCAG region includes Imperial, Los Angeles, Orange, Riverside, San Bernardino, and Ventura Counties, and 187 cities covering 38,000 square miles. While the geographical boundaries of the region have remained the same, the social and institutional landscapes have changed substantially. Fueling these dramatic regional changes has been a doubling of the population from 8.4 million to 17 million people since SCAG’s formation.

Today, the region has grown to include five county transportation commissions, five regional air quality management districts, sub-regional councils of governments, many new cities, and several more transit operators. In addition to the six counties, 160 of the 187 cities in the region are member agencies of SCAG. SCAG represents the 10th largest world economy and is the largest regional planning agency in the nation. As a result, the state and federal governments over the years have expanded SCAG’s original mission by assigning additional regional policy setting responsibilities in the areas of transportation, air quality, housing, water quality, and solid waste disposal planning, among others.

Decision-making occurs through SCAG’s Regional Council, a governing body composed of 76 city and county elected officials and transportation commissioners. The agency also works in close partnership with its federal and state funding partners, Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, California Department of Transportation, as well as with fourteen sub-regional Councils of Governments (COGs) that represent SCAG’s member cities and counties.

SCAG is known to be a “window on the world” due to their responsibilities for planning for regional aviation, traffic congestion and air quality, population growth, housing and the movement of goods in the largest regional planning area in the nation. Please visit our website at www.scag.ca.gov for more information.

THE LOCATION

SCAG headquarters is located in bustling downtown Los Angeles in the former, beautifully refurbished, Barker Brothers Furniture Building and offers a year-round Mediterranean climate. The area is known for its cultural venues, sports centers, garment and jewelry district, high-rise buildings, shopping, tourist attractions, fine restaurants, zoos, and museums. There are also four architecturally and musically acclaimed theater complexes. Los Angeles is the home to

such professional sports organizations as the L.A. Lakers, Dodgers, Clippers, Sparks, and the Kings. L.A. is easily accessible by Metrolink train, underground Metro, and bus.

THE DEPARTMENT

In the early summer of this year, SCAG hired a new Chief Financial Officer (CFO). In the intervening months, the CFO has developed a new organization structure to better serve the region and the organization. This has resulted in three new manager positions: Manager of Accounting, Manager of Budget and Grants, and Manager of Contracts. These positions are funded by current vacancies. No employees were adversely affected by the reorganization. The 2006-07 budget is more than \$45 million of which 98% is grant funded. SCAG has a Consolidated Planning Grant program and as many as ten other federal/state grant programs. The agency budget known as the Overall Work Program (OWP) is monitored on a quarterly basis by CalTrans.

THE POSITION

The Manager of Budget and Grants is responsible for the budget development process, budget monitoring, grant research, and grant administration for SCAG. The Manager of Budget and Grants will also provide support to subregional organizations in budget development that meets federal, state, and local grantors agency requirements. The Manager of Budget and Grants will be responsible for the training, motivation, and evaluation of the subordinate personnel as well as implementing the division work plan. There are currently three employees in the Budget and Grants Division.

Examples of Important and Essential Responsibilities

- Exercise direct supervision over professional, technical and administrative staff.
- Assume management responsibility for all Budget and Grant services and activities.
- Manage and participate in the development and implementation of goals, objectives, policies, and priorities for Budget and Grants division programs; recommend, within departmental policy, appropriate service and staffing levels; recommend and administer policies and procedures.
- Plan, direct, coordinate and review the preparation of the Overall Work Program; meet with staff and regulatory agencies to identify and resolve problems; oversee the quarterly OWP progress reports.
- Supervise the forecast of additional funds needed for staffing, equipment, materials, and supplies; provide analysis to management and subregions to develop priorities; prepare an operating budget and indirect cost allocation plan; direct the monitoring and approval of expenditures; direct and implement adjustments.

- Develop, monitor and evaluate the efficiency and effectiveness of budget processes that link work program objectives to agency performance objectives; develop and institutionalize budget performance measurement tools to assess project implementation; identify process improvements for financial and operational compliance.
- Manage and participate in grant research and grant making opportunities that meet the strategic funding needs of the agency.
- On an ongoing basis communicate and meet with SCAG program managers, Federal and State administrators, and subregions to discuss and resolve issues regarding grant funding, budget proposals and amendments; prepare Regional Council and committee presentations.

IDEAL CANDIDATE TRAITS

SCAG is desirous of attracting an experienced budget manager with previous public sector experience including grant administration and one who has worked with regulatory officials. Experience with federal and state requirements for grantees receiving funds from Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, Federal Railroad Administration, or other federal agencies is highly desired. This position requires a working manager with experience in establishing budget performance measurement tools. The candidate will have a proven history as effective people manager, consensus builder, and a team player with other managers. The candidate must also possess outstanding communications skills.

Education and Experience Requirements:

A bachelor's degree in business administration, public administration, or a related discipline is required. A Master's degree is preferred.

Equivalent to eight years of responsible budget development experience including two years of management and supervisory experience is required.

Ability to travel to different sites and locations; possession of, or ability to obtain, an appropriate, valid driver's license.

Knowledge of: Budget preparation/administration principles and practices; grant research and administration; operational characteristics, services, and activities of a budget and grants program; organizational and management practices as applied to the analysis and evaluation of budget and grant programs, policies, and operational needs; advanced project management principles and concepts; principles of supervision and training; pertinent Federal, State, and local laws, codes, and regulations, particularly related to Federal and State Department's of Transportation; SAP software knowledge and operation is helpful.

Skill to: Operate modern office equipment including computer equipment and software; operate a motor vehicle safely.

Ability to: Provide administrative and professional leadership and direction for the Budget and Grants Division; manage, direct, and coordinate the work of professional, technical, and administrative personnel; identify and respond to community and Regional Council issues, concerns, and needs; analyze problems; develop budget performance measurement tools; identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; research, analyze, and evaluate new service delivery methods, procedures, and techniques; prepare and administer budgets; prepare clear and concise administrative and financial reports; interpret and apply the policies, procedures.

APPLICATION AND SELECTION PROCEDURE

Applicants **should submit a completed SCAG application** to:

Southern California Association of Governments
Attn: Human Resources Office
818 West 7th Street, 12th Floor, Los Angeles, CA 90017
(213) 236-1910 (213) 630-1493 fax
www.scag.ca.gov

Applications will be accepted on a continuous basis until SCAG's needs are met. This recruitment may close at any time without prior notice.

All completed application materials will be reviewed. A limited number of the most qualified candidates will be selected to participate in the selection process based on the application, resume, and other written information submitted which clearly demonstrates the relevant breadth and depth of applicable training, experience, and education for the position. Selection process may include a written problem, oral presentation, panel interview, and/or other testing as deemed appropriate. All applicants who meet the minimum qualifications are not guaranteed advancement through subsequent phases of the examination process.

EMPLOYMENT INFORMATION

- Before employment, applicants will be required to provide documentation that verifies their proof of eligibility to work in the United States.
- Reference checking will be done prior to hire. A thorough background check including a review of criminal history, DMV report, and financial history may be conducted for certain classifications.
- Pre-employment medical and drug screening may be required prior to hire.
- Supervisor, manager and director positions are employed through an annual contract.

EMPLOYEE PROGRAMS AND BENEFITS

- **Insurance Coverage:** Employees participate in a cafeteria plan in which they may choose from two HMO and two PPO CalPERS health plans, two dental plans and a vision plan. SCAG contributes \$720/month towards insurance premiums with the cost difference paid out in cash. Life insurance, in the amount of \$150,000 is provided by SCAG. Short term and long term disability insurance plans are provided by SCAG.
- **Retirement:** Employees become members of the Public Employees' Retirement System (PERS) 2% @ 55 plan. SCAG pays the employee's 7% contribution. ICMA and MetLife 457 deferred compensation plans are available and SCAG provides a match of 3% of yearly salary up to \$3,500 per year. Employees do not pay Social Security.
- **Holidays:** A total of 13 paid holidays – 9 designated and 4 floating – are provided annually.
- **Vacation:** Ten to twenty days per year.
- **Sick Leave:** Employees accrue sick leave at the rate of one day per month.
- **Health, Dependent Care & Parking Reimbursement Account:** A tax-exempt savings plan is offered to pay eligible expenses associated with health, dependent care, & parking.
- **Rideshare/Transportation Incentive Program:** SCAG pays up to \$155 per month towards bus, vanpool, or Metrolink pass or up to \$35 per month for ridesharing. To receive this benefit, employees must utilize one of the listed options at least 13 days per month.
- **Flexible Time/Modified Work Week:** Some employees may work a modified 9-80 work schedule, with every other Friday off. SCAG offers a flexible work schedule to allow employees some flexibility on daily work hours.
- **Other Benefits:** SCAG offers credit union membership in the E-Central Credit Union. Employees may have their paychecks automatically deposited. A tuition reimbursement program is offered to employees.

EQUAL EMPLOYMENT OPPORTUNITY

SCAG is an equal employment opportunity employer. All personnel policies and programs are administered without regards to race, color, religion, political belief, age, national origin, sex, disability, cultural background, or sexual orientation. If you require assistance to participate in this recruitment, please call the Human Resources Office at (213) 236-1910.